

ADM-10.8

DD/S&T 802-67

1 March 1967

MEMORANDUM FOR: Comptroller, DD/S&T

SUBJECT : Data Required of MIS for Support of
Procurement Management Staff

1. I would like to provide you with some thoughts on the kind of information which I believe will prove of value to DD/S&T if it can be made available under the Management Information System. Basically, the information which would prove of particular value to the PMS falls into two categories; namely, statistical and management.

2. Statistical. I have attached a list of items which I believe should be available for statistical purposes to reflect the work load and the number and value of contracts within DD/S&T. This information would also be useful if a Situation Room is installed in DD/S&T. It would be desirable to have the information on a semiannual basis. The first run from the MIS should be in July after all of the prior fiscal year contracts have been negotiated and the resulting data is available in the MIS. The second run to update the information should be in the following January. Current information of the type and category listed in the attachment would be useful in setting up briefings to show the extent of the contract work load in the DD/S&T.

3. Management. From a management standpoint, the most important category of information needed from the MIS would be data, on a systematic basis, to keep the Project Monitor and Management informed of the progress of specific contracts.

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For example, it would be helpful to have a system which would signal the attention of individuals when a contract is running into difficulty because of technical problems and poor progress, expenditures in excess of the scheduled rate or failure of the contractor to meet the milestones scheduled for completion. Next in order of importance would be the ability of the system to evaluate contractors by showing contractors with consistent records of quality performance, meeting time schedules and completion within contract funds. By the same token, information should be available to show contractors with consistent records of below average performance, failure to meet time schedules and consistent overrunning of contract funds.

4. In addition to the above, it would be desirable from time to time to know the total number and the value of contracts awarded to specific contractors. While the items described under the requirement for management information will be of value to both the Project Monitor and Management, it is also possible that this type of information would be useful on a selective basis for the Situation Room. I would be pleased to go into further details with your people and to work with them in identifying information which would be of value from the MIS.



PMS/DD/S&T

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Attachment

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ATTACHMENT

Item A Total number and value, by fiscal year, of contracts for each of the following:

DD/S&T
Office of Logistics
Office of Special Activities
Office of Special Projects

Item B Total number and value, by fiscal year, of contracts utilizing NRO funds.

Total number and value, by fiscal year, of contracts utilizing Agency funds.

Item C Total number and value, by fiscal year, of contracts for each of the following:

Office of Research and Development
Office of ELINT
Office of Scientific Intelligence
Office of Computer Services
Office of Foreign Missile and Space
Analysis Center

Item D Total number of active contracts.

Total number of completed but unsettled contracts.

Item E Total number and value of CPFF, CPIF, CPAF, FP, FPIP, T&M contracts. By fiscal year, if possible.

Item F Total number and value of grants by fiscal year.

Item G Total number and value, by fiscal year, of contracts for each of the following:

Private Industrial Contractors
Non-Profit Organizations
Private Individuals
Other Government Agencies
Universities